
Employee Name

Series/Grade/Title

CERTIFICATION CRITERIA AND RECORD OF REVIEW

I. PRODUCTION CRITERIA

<u>Date</u>	<u>Reviewer</u>	
_____	_____	Determine if a tank battery is in compliance with minimum standards for site security.
_____	_____	Determine if the appropriate valves are effectively sealed as dictated by ongoing lease activities.
_____	_____	Trace battery flow systems and compare the accuracy of battery facility diagrams with actual equipment on site.
_____	_____	Verify accuracy of Minerals Management Service (MMS) Form 4054, <u>Oil and Gas Operations Report</u> (OGOR).
_____	_____	Determine if well signs are in compliance.
_____	_____	Determine if battery signs are in compliance. _
_____	_____	Determine if environmental, housekeeping, and safety conditions at a well are satisfactory.
_____	_____	Determine if the equipment used for measurement of oil and gas is satisfactory.
_____	_____	Inspect a lease with approved off-lease production storage to determine whether production is handled in accordance with approval.
_____	_____	Verify compliance for disposal of produced water.
_____	_____	Verify compliance for venting and flaring of gas.
_____	_____	Inspect a lease with approved commingling and determine whether accountability for commingled production is in accordance with the approval.
_____	_____	Identify variances approved and verify compliance with conditions of approval.
_____	_____	Determine if gas and liquid handling facilities are satisfactory to handle lease production.
_____	_____	Accurately verify volumes of oil and gas produced, sold, reported by the lessee/operator.
_____	_____	Identify the difference between a well in a shut-in mode and one that is temporarily abandoned.

<u>Date</u>	<u>Reviewer</u>	
_____	_____	Distinguish between proper and improper techniques for sales from a tank battery, including: <ul style="list-style-type: none"> a. Gauging techniques. b. Sampling techniques. c. Techniques for determining API gravity. d. Techniques for determining temperature.
_____	_____	Identify the correct method for completing a run ticket.
_____	_____	Complete Form 3160-16, <u>Measurement Record - Oil, By Tank Gauge of Alternate Method.</u>
_____	_____	Use gauging equipment i.e., tape, thief, centrifuge, hydrometer, and thermometer.
_____	_____	Witness Lease Automatic Custody Transfer (LACT) meter proving and determine if meter meets Bureau standards and tolerances.
_____	_____	Complete Form 3160-17, <u>Measurement Record - Oil, By LACT Meter</u>
_____	_____	Calculate net oil volumes using values on a run ticket from both hand gauge and LACT.
_____	_____	Witness a gas meter calibration and determine if the procedures are in accordance with approved standards.
_____	_____	Complete Form 3160-15, <u>Measurement Record - Gas.</u>
_____	_____	Calculate gas volumes from a gas meter flow chart using <u>American Gas Association Report No. 3</u>
_____	_____	Determine if proper or improper procedures were used for testing a gas well for production volume.
_____	_____	Determine if proper or improper procedures were used for testing an oil well for production volume.
_____	_____	Complete Form 3160-9, <u>Notice of Incidents of Noncompliance (INC).</u>
_____	_____	Use a H ₂ S Escape Pack.
_____	_____	Calibrate and use an H ₂ S monitor.
_____	_____	Review H ₂ S contingency plans for compliance in production operations.
_____	_____	Review H ₂ S contingency plans for compliance in drilling operations.
_____	_____	Complete Form 3160-11, <u>Inspection Record - Production.</u>

II. DRILLING AND ABANDONMENT CRITERIA

<u>Date</u>	<u>Reviewer</u>	
_____	_____	Review Form 3160-3, <u>Application For Permit To Drill</u> , including the 8-point plan (engineering), the 13-point plan (surface use), conditions of approval, lease stipulations, and subsequent sundry notices.
_____	_____	Determine if procedures used during the running of surface casing are in accordance with the approval.
_____	_____	Determine if procedures used during cementing of casing are in accordance with approved plan and proper remedial action taken, if necessary.
_____	_____	Calculate volume of cement required for primary cementing.
_____	_____	Verify that:
_____	_____	a. Blow-out preventer type, pressure rating, and arrangement are rated to at least that approved.
_____	_____	b. Choke line and manifold, fill line, and kill lines are properly installed and operable.
_____	_____	c. Controls are installed and functional, i.e., automatic on floor, remote automatic, and hand wheels.
_____	_____	d. Pressure accumulator system is adequate to activate the blow-out preventer.
_____	_____	e. Safety valves are on hand for all sites of drill pipe.
_____	_____	f. Upper and lower kelly cocks are in place.
_____	_____	g. Handles for all safety valves are accessible.
_____	_____	Determine if procedures used during a blow-out preventer equipment test are satisfactory.
_____	_____	Verify that personnel safety practices are acceptable in accordance with Bureau policies.
_____	_____	Verify that the lessee followed the Bureau's approved plugging plan and that cement volumes and plug depths are accurate.
_____	_____	Calculate volumes of cement and displacement to spot a balanced plug.
_____	_____	Identify casing by size, weight, grade, and thread type.
_____	_____	Check driller's log for APD requirements such as:
		- BOP drills.
		- H ₂ S drills.
_____	_____	Calculate equivalent mud weight.

<u>Date</u>	<u>Reviewer</u>	
_____	_____	Calculate hole volume.
_____	_____	Calculate hydrostatic head of mud being used.
_____	_____	Recognize explosion-proof lighting.
_____	_____	Determine pressure rating of blow-out preventer (BOP) stack.
_____	_____	Identify blow-out preventer and relate well control equipment required for:
		<ul style="list-style-type: none"> - 2M (2,000 lb.) stack. - 3M (3,000 lb.) stack. - 5M (5,000 lb.) stack. - 10M (10,000 lb.) stack.
_____	_____	Use viscosity (Marsh) funnel to determine mud viscosity.
_____	_____	Determine if surface use is in accordance with approved drilling permit.
_____	_____	Verify the equipment requirements listed in the H ₂ S contingency plan and verify that each is operationally installed as required.
_____	_____	Verify proper installation of mud monitoring equipment as approved in the APD.
_____	_____	Verify that required safety equipment is available.
_____	_____	Verify that required H ₂ S detection and monitoring equipment is properly installed.
_____	_____	Verify that kill line is installed to a safe area.
_____	_____	Verify that flare system is installed.
_____	_____	Verify that mud/gas separator is installed and operable.
_____	_____	Complete Form 3160-10, <u>Inspection Record - Drilling</u> .
_____	_____	Complete Form 3160-13, <u>Inspection Record - Abandonment</u> .

III. BLM TRAINING

<u>Date Completed</u>	
_____	Successful completion of Course 3000-17, <u>Fluids Inspection and Enforcement, Drilling</u> .
_____	Successful completion of Course 3000-18, <u>Fluids Inspection and Enforcement: Production</u> .
_____	Successful completion of Course 3000-89, <u>Applied AFMSS for Inspectors</u> .

Recommendation

I recommend that _____ be certified as a Bureau of Land Management representative authorized to conduct inspections of Oil and Gas Lease operations.

Date

Technical Reviewer

Certification

_____ is hereby certified as a Bureau of Land Management representative authorized to conduct inspections of Oil and Gas Lease operations.

Date

Authorized Officer